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# U.S. FOOD AND DRUG ADMINISTRATION VACANCY ANNOUNCEMENT

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FDA IS SMOKE-FREE

*THIS IS A FOOD SAFETY INITIATIVE POSITION*

**Announcement Number:** FDA-0-4017

**Opening Date:** March 20, 2000

**Closing Date:** July 21, 2000

**Position Title/Series /Grade:** Mathematical Statistician, GS-1529-15  
(*This position is subject to peer review*)

**Promotion Potential:** GS-15

**Organization/Location:** Department of Health and Human Services, Food and Drug Administration, Center for Veterinary Medicine, Office of New Animal Drug Evaluation, Office of the Director, Rockville, MD  
**Metro Park North II**

**Salary Range:** \$84,638 - \$110,028 per annum

**Relocation Expenses:** Relocation expenses will be paid.

**Area of Consideration:** Government-Wide (**THIS POSITION IS OPEN TO STATUS CANDIDATES ONLY**)  
*EXTERNAL CANDIDATES INTERESTED IN APPLYING SHOULD APPLY TO FDA-0-0118, FOR A COPY OF THIS VACANCY CALL OUR FAX BACK SYSTEM ON (301) 827-4287.*

**Bargaining Unit Status:** This is a non-bargaining unit position.

**Type of Appointment:** Career/Career Conditional

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**Condition of Employment:** Certain positions within FDA are subject to strict restrictions on financial holdings (FDA regulated financial holdings). To determine whether this position is affected, applicants are advised to seek more information contact the Ethics Staff, Division of Management Programs on (301) 827-5511.

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**DESCRIPTION OF WORK:** This position is located in the Office of New Animal Drug Evaluation, Center for Veterinary Medicine. The incumbent of this position serves as the Center's Strategic Manager for Risk Assessment Policy. He/she provides scientific and regulatory leadership in the development and coordination of risk assessment policy involving the implementation of broad scale risk-based initiatives, and related high-priority issues involving the enforcement of the Food, Drug and Cosmetic Act. The incumbent who has a working knowledge of microbiological, chemical and physical hazards in foods, is recognized within the Agency and within national and international scientific community as an authority in risk assessment. Typical assignments include the following:

- ◆ Manages the establishment of overall operating policies, priorities and procedures for the Risk assessment program by: (a) overseeing efforts to develop a team approach to Risk Assessment implementation with the Office and Center; (b) assessing the impact of Risk Assessment in CVM operations, and identifying and developing initiatives to be pursued to facilitate the internal implementation of Risk Assessment; (c) evaluating the effectiveness and appropriateness of current compliance and regulatory in a Risk Assessment based Food Safety system for animal drugs and food additives; (d) identifying and developing alternative risk assessment models; (e) overseeing the development of a framework in which research by Federal, state and academic laboratories can be coordinated to facilitate the identification of microbiological, chemical and physical hazards, and the development of scientifically sound Risk Assessment policy and procedures for a modern risk-based Food Safety System.

## Description of Work continued:

- ◆ Provides technical expertise and leadership for the development of the Risk Assessment policy and regulations for the Office and Center. Serves as the Project Manager for Risk Assessment policy, and leads and coordinates efforts to implement the Center's strategic initiative for a Risk-based Food Safety Program. As the Project Manager the incumbent (a) oversees the development of the plan of operation for the Implementation of risk Assessment, including the identification of how risk assessment factors on working groups and their missions; (b) develops a CVM work petrification document to commit organizational support to Risk Assessment; (c) coordinates the activities of all Risk Assessment working groups; (d) develops a mechanism for assessing project success through the identification of measurable activities; (e) ensures a coordinated and uniform approach to implementation of proposed food safety regulations that involve risk assessment; (f) reviews proposed regulations and Federal Register documents to assure that risk assessment policies are consistent; and (g) resolves policy differences between programs under development that involve risk assessment.
- ◆ As the principal advisor to the Office and enter, incumbent keeps the Office and Center Directors as well as other Agency officials informed of all current and emerging risk assessment issues, and renders advice regarding the development and implementation of risk assessment policy and program activities.
- ◆ Represents the Center, Agency and the U.S. at international meetings of government representatives where Risk Assessment may be discussed. Participates in efforts to ensure that an international consensus is reached on the principles of Risk Assessment, and that consideration is given to the needs of the veterinary drug industry to compete the global economy and to harmonize Risk Assessment procedures with similar international procedures.
- ◆ Establish and maintains communication within the Center and Agency to facilitate the exchange of scientific and regulatory information on Risk Assessment, and to ensure that policy issues involving risk assessment are understood and acted upon. Testifies as an expert witness at congressional hearings and judicial proceedings as required.
- ◆ Develops and evaluates risk assessment policy which guides the Center to effectively implementing its Risk Assessment responsibilities. As the Center's expert on Risk Assessment policy the incumbent serves as a consultant and advisor on highly visible, controversial precedent setting issues, and on the development of scientific/regulatory consensus for the most practical solution to risk assessment policy issues.

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**QUALIFICATION REQUIREMENTS:** Candidates must have 52 weeks of specialized experience equivalent to the next lower grade level. Candidates must meet all the qualification requirements, including the time in grade, within 30 days after the closing date.

#### **MATHEMATICAL STATISTICIAN, GS-1529**

Applicants must have either: (A) Successful completion of a full four-year course of study in an accredited college or university leading to a bachelor's (or higher) degree that included 24 semester hours of mathematics and statistics, of which at least 12 semester hours were in mathematics and 6 semester hours were in statistics. Or (B) Combination of education and experience - with at least 24 semester hours of mathematics and statistics, including at least 12 hours in mathematics and 6 hours in statistics, as shown in A above, plus appropriate experience or other education.

**SPECIALIZED EXPERIENCE** is experience, which is typically in or directly related to the work of the position such as experience in the area of risk assessment and health outcome associated with exposure to items such as, but not limited to, drugs (such as antimicrobial agents), chemicals, toxins, food additives, pesticides, food contaminants, physical agents, etc. is desirable.

**METHOD OF EVALUATION AND BASIS OF RATING** Candidates found basically qualified will be evaluated on the extent and quality of experience, education, training, awards, etc. as shown on the application. Plus data obtained from the attached knowledge skills and abilities (KSA's). No written test is required. It is strongly recommended that applicants address the knowledge, skills and abilities statements in detail.

1. *Knowledge of the principles, theories, concepts, methods and techniques of risk assessment.*
2. *Ability to collaborate with others to carry out scientific programs and projects.*
3. *Ability to communicate effectively.*
4. *Ability to design, plan and implement scientific projects.*
5. *Ability to prepare written studies, reports, and regulations.*
6. *Knowledge of U.S. laws, regulations and policies applying to the organization's scientific mission and programs.*

**HOW TO APPLY:**

Candidates may submit one of the following: an Application for Federal Employment (SF-171), an Optional Application for Federal Employment (OF 612), resume, curriculum vitae, or any other written format. Your application must include the following information:

1. Title, series, grade, and vacancy announcement number of the vacancy for which you want to be considered.
2. Full legal name and mailing address.
3. Daytime and evening telephone numbers.
4. For experiences most relevant to this position, include name of employer, dates of employment, job title, start and end dates, and a description of your duties and responsibilities for each job listed.
5. Average hours worked for each position if other than 40 hours per week.
6. Name, location, and date of educational institutions attended.
7. Type of degree, if any, and date received.
8. Major field of study.
9. List of relevant training including, course titles, dates, and number of hours and name of institution.
10. Description of honors, awards, and special qualifications, such as language skills or computer skills, along with dates acquired.
11. Clearly identify U.S. Citizenship (Proof required prior to employment).

**PROOF OF EDUCATION:** Candidates may submit a College transcript (official or unofficial) or, if not available, a list of college courses and Certificate of scholastic achievement. List should include a course description of any course(s) not readily identifiable by title, number of semester hours and grade.

Qualifying education gained at colleges and universities in foreign countries must be evaluated in terms of its equivalency to that acquired in American colleges and universities. Applicants educated in whole or in part in foreign countries must submit sufficient evidence, including transcripts, to an accredited private organization for an equivalency evaluation. A letter containing the results **MUST** accompany the application package.

**CREDIT FOR EDUCATION:** When academic credit is expressed in contract months, units, or other terms that differ from conventional semester or quarter hours, it is the responsibility of the applicant to provide an interpretation of such credits from the appropriate institution in order to equate them to the semester or quarter hours specified in this announcement.

**SUPPLEMENTAL QUALIFICATIONS STATEMENT (enclosed with this announcement). It is strongly recommended that each applicant address the knowledge, skill, and ability statements in detail.**

- ☒ Written response to the knowledge, skills and abilities
- ☐ If claiming veteran's preference, attach a copy of your DD214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility.
- ☐ College transcripts or list of courses, including title, credit hours and grade for each course if qualifying on education and/or changing occupational series;
- ☒ Current federal employees must submit most recent performance appraisal/evaluation
- ☒ Current and former federal employees must submit a copy of their most recent SF-50, Notification of Personnel Action
- ☒ Application Background Survey: Please return the Background Survey with your application. The information you provide is used for statistical purposes. The return of this form will have no impact on your consideration for this position.

Displaced Employees Requesting Special Selection Priority Consideration Under The Interagency Career Transition Assistance Program. If you are a displaced Federal employee, you may be entitled to receive priority selection under the ICTAP.

**To be eligible for the special selection priority, you must meet all of the following:**

- (1) Be a displaced Federal employee;
- (2) Submit a copy of your current (or your last) performance rating of record of at least fully successful or equivalent;
- (3) Apply for a vacancy at or below the grade level from which you were or are being separated, that does not have a greater promotion potential than the position from which you have been or are being separated from;
- (4) Occupy, or was displaced from a position in the same local commuting area of the vacancy;
- (5) Submit an application (including all required documentation) for a specific vacancy within the periods established on the announcement and meet all the application and eligibility criteria;

- (6) Submit proof of eligibility; and
- (7) Be rated well qualified for the position.

"Well Qualified" means: a displaced employee must meet the minimum qualification and eligibility requirements for the position (including any selective factors), and be rated and ranked to determine the extent to which he/she possesses the knowledge, skills, and abilities (KSA's) to succeed in the position being filled. **Under delegated examining procedures**, the displaced employee must receive a score of 90 or better to receive selection priority.

Displaced employees may submit any (one) of the following as proof of eligibility for the special selection priority:

- (1) RIF separation notice, or notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area;
- (2) Documentation, e.g., SF-50, Notification of Personnel Action, showing that you were separated as a result of RIF, or for declining a directed reassignment or transfer of function to another commuting area;
- (3) Official certification from an agency stating that it cannot place an individual whose injury compensation has been or is being terminated;
- (4) Official notification from OPM that your disability annuity has been or is being terminated; or
- (5) Official notification from the Military Department or National Guard Bureau that the employee has retired under 5 U.S.C. 8337(h) or 8456.

### **Veterans Preference for Federal Jobs: CE -101**

If you served on active duty in the United States Military and received an honorable or general discharge, you may be eligible for veteran's preference. Service starting after October 15, 1976 requires a Campaign Badge, or Expeditionary Medal or Service connected disability requirements. For information about eligibility requirements, call 912-757-3000 and request

To claim veteran's preference, attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility.

-If claiming 5 point veteran's preference, list the dates (month, day, year) and branch of any active duty served.

-If you claim 10 point veteran's preference attached an SF-15, **Application for 10 Point Veteran's Preference**, plus the proof required by that form.

The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorizes the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the period November 10, 1995, to a date to be determined. The award of the Medal is qualifying for veterans' preference. More information on veterans' preference is available in the VetGuide that may be found on the U.S. Office of Personnel Management web site at [www.opm.gov](http://www.opm.gov).

***All applicants will receive equal consideration without regard to race, religion, color, national origin, sex, disability, sexual orientation, political affiliation, age or any other nonmerit factor.***

***Vietnam era veterans, disabled veterans, individuals with disabilities, and other individuals eligible for special appointing authorities are encouraged to apply.***

### **WHERE TO OBTAIN FORMS**

Office of Personnel Management web site at <http://www.usajobs.opm.gov>.

**WHERE TO SEND FORMS:**

ADDRESS: Food and Drug Administration  
Center for Veterinary Medicine  
Metro Park North II, Room N431  
7500 Standish Place  
Rockville, MD 20855  
(301) 827-1592

Additional forms and information may be obtained from the address above or by calling Sharon Chartos (301) 827-1593, (Voice/TTY) or the FDA Job line (301) 443-1969.

FDA vacancy announcements are available by calling our FaxBack number at (301) 827-4287.

Applications received become the property of the Center for Veterinary Medicine (CVM) and will not be returned.

The use of government postage-paid envelopes or government officially metered envelopes in filing job applications is a violation of federal laws and regulations.

Applications submitted in postage paid Government envelopes will not be accepted.

**All applications material must be postmarked or received by the closing date of this announcement.**

U.S. Department of Health & Human Services

# Applicant Background Survey

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## GENERAL INSTRUCTIONS

This survey is used to collect and analyze data involving race, sex, age, disability, and national origin from applicants for employment. The information you provide will be used for statistical purposes only and will not in any way affect you individually. While completion of this form is voluntary, your cooperation is important to help ensure accurate information regarding employment practices. We ask you to answer each of the questions to the best of your ability. Print your answers clearly. Read each item thoroughly before selecting the appropriate response. You will be given the opportunity to make adjustments to your responses before submitting this form, then you will be given the opportunity to submit this form via email, or to print the form for submission with your application through the U.S. Postal Service.

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A. Announcement number(s) and or positions for which you are applying:

B. Year of Birth:

C. For Agency Use

D. How did you learn about the position or exam for which you are applying? For example: radio, job fair, friend, newspaper, school counselor, etc.

E. Ethnicity

☐

HISPANIC or LATINO -- a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race.

☐

NOT HISPANIC or LATINO

F. Race (select one or more)

☐

AMERICAN INDIAN or ALASKA NATIVE -- a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.

☐

ASIAN -- a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.

☐

BLACK or AFRICAN AMERICAN -- a person having origins in any of the black racial groups of Africa.

☐

NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER -- a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.

☐

WHITE -- a person having origins in any of the original peoples of Europe, the Middle East, or North America.

G. Sex:

☐

Male

☐

Female

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H. Disability

A person is disabled if he or she has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

☐

I do not have a disability

☐

Deaf

☐

Blind

☐

Missing Extremities

☐

Partial Paralysis

☐

Complete Paralysis

☐

Convulsive disorder

☐

Mental retardation

☐

Mental or emotional illness

☐

Severe distortion of limbs and/or spine

☐

I have a disability, but it is not listed (specify):

### PRIVACY ACT AND PAPERWORK REDUCTION STATEMENT

**Privacy Act Information:** This information is provided pursuant to Public Law 93-579 ("Privacy Act of 1974") for individuals completing Federal records and forms that solicit personal information. The authority is Title V of the U.S. Code, sections 1302, 3301, 3304, and 7201. **Purpose and Routine Uses:** This form is maintained in Privacy Act System records 09-90-0006, Applicants for

Employment Records, HHS/OS/ASMB. The information in this survey is used solely for research and for statistical purposes to help ensure that agency personnel practices meet the requirements of Federal law. No other uses will be made of this information. This form will be separated from other application materials upon receipt. **Effects of Non-Disclosure:** Providing this information is voluntary; no individual personnel selections are made based on this information. **Paperwork Reduction Act Statement:** A Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a current valid OMB control number. Public reporting burden for this collection of information is estimated to vary from one to three minutes with an average of two minutes per response, including time for reviewing instructions, and completing and reviewing the collection of information.

*Last updated August 18, 1999 (ldr)*